

Approved For Release

A-RDP84-006

R000200080011-5

DD/A 77-1399

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Mentor + principal - Serial

15 MAR 1977

MEMORANDUM FOR: Director of Personnel

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : FY 1979 Program Call

1. Copies of the FY 1979 Program Call were previously forwarded to your Office. This booklet, together with attachments hereto, will provide overall guidance in preparing your FY 1979 Program Plan and projections for FY 1980-83.

2. The program control levels for use by your Office in this exercise are:

	Position Ceiling	Funding (In Thousands)
*Principal Level		
*Level to be entered into Financial Resources System		
Minimum Level		
Maximum Level		** (Approx.)

3. Please prepare an Office highlight statement commenting on at least the following items covering the first five to six months of FY 1977.

a. Evaluation of major accomplishments toward missions and functions of your Office.

b. Significant problems--resource--managerial--operational--etc. relating to high-level objectives.

4. Identify and describe key issues for FY 1979 that you feel have Directorate/Agency significance.

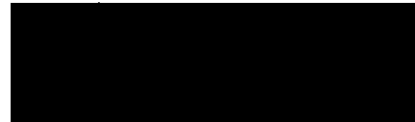
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5. Comment on whether or not your Office has anticipated receipts *include any* from foreign governments. If so, provide details on amount, purpose and impact on Agency programs and policies in your covering memorandum.

6. Attachment 1 and 2 should be completed to provide summary information on Office maximum/minimum programs. Details are to be provided in Resource Package sections.

7. Attachment 3 must be completed if applicable. Details are to be provided in Resource Package section. The Directorate has been requested to provide a schedule on total resources devoted to FOIA/Privacy Act requests.

8. Attachments 4 and 5 provide the DD/A and Comptroller schedule for Program submission and review.



25X1A

John F. Blake

Atts.

25X1A

DDA/BS: [redacted] daq (15 Mar 77)

Distribution:

- Orig. - DDA/BS Subj.
- 2 - DDA/BS
- 2 - Adse
- 1 - JFB Chrono
- 1 - DDA/Chrono

OFFICE OF _____

FY 1979 MAXIMUM PROGRAM

The following Items/Programs are proposed for consideration over the principal level program: (Priority I, first, etc.). Details should be provided in Resource Package write-up.

RESOURCE PACKAGE

ITEM/PROGRAM

CEILING
POS.

FUNDS
REQUIRED

OFFICE OF _____

FY 1979 MINIMUM PROGRAM

The following Items/Programs would be reduced/eliminated in order to achieve Minimum Program:
(Most Important, first; Least Important, last). Details should be provided in Resource Package write-up.

RESOURCE PACKAGE

ITEM/PROGRAM

FUNDS

Attachment #3

Resources Devoted to FOIA/PRIVACY ACT Requests

(Dollars in Thousands)

<u>RESOURCE PACKAGE</u>	<u>FY 1977</u> <u>POS.</u> <u>FUNDS</u>	<u>FY 1978</u> <u>POS.</u> <u>FUNDS</u>	<u>FY 1979</u> <u>POS.</u> <u>FUNDS</u>

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DDA

FY 1979 PROGRAM SCHEDULE

- 4 April 1977 (3) Copies of initial Office FY 79 Programs due in to DDA
- 5-20 April (a) DDA Budget Staff Review
- (b) DDA and A/DDA meeting with each Office Director to review FY 79 Program Levels
- (c) Final Office Adjustments as necessary
- 25 April (5) Copies of final Office FY 79 Programs due in to DDA
- 4 May 1977 Directorate and Office responses to Program Call due in O/Comptroller.

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COMPTROLLER
1979 PROGRAM SUBMISSION
AND REVIEW SCHEDULE

4 May	Component and Directorate responses to Program Call due in O/Compt in four copies (plus three extra copies of the Directorate overview so that a copy can be sent to each Deputy Director).
3 June	Draft Program Book to Directorates
8 June	Directorate Comments Due
13 June	Final Program Book distributed to Executive Advisory Group
16-17 June	DDCI/EAG Review
18 June	DDCI/Review
22 June	Agency Program to PRC
27 June - 15 July	PRC Review
12 Aug	1979 OMB Budget submissions from Directorates due in O/Compt
1 Sept	Agency budget due to OMB